

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

139

PAGE
NO.

1

1. Requesting Agency

DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency
Div. of Certification and Accreditation,
High School Equivalency Section

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.*Extra copy sent to...*4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

The State Board of Education, Division of Certification, High School Equivalency Section, administers examinations leading to the Maryland Certificate of High School Equivalence, the legal equivalent of a high school diploma.

This program, first authorized by the General Assembly in 1941 (Laws of Maryland, 1941, Chapter 150), has been modified by legislation and by rules of the Board so as to provide two plans for issuing the Certificate: Plan "A", based on examinations offered or authorized by the Board, or Plan "B", a combination of examinations and credits earned at an approved high school or institution of higher learning. Examinations are offered each month on two Saturdays at eight testing centers in the State.

1. APPLICANT CASE FOLDERS

Size: Letter size

Quantity: 80 letter-file drawers

Dates: 1942...

File Arrangement: Alphabetical by surname of recipient of certificate or U.S. Armed Forces Institute records (green binders); alphabetical by surname of open cases (manila folders)

A case folder is prepared for each applicant. The typical folder contains the original application, score sheets for the various tests, notes indicating tests taken or "no shows," a photograph of the applicant, used for identification purposes at the testing centers, and may contain transcripts from secondary school and correspondence with various private, State, and Federal agencies concerning the applicant.

When received, scores on USAFI General Education Development tests, applications for the certificate on the basis of GED examinations

(continued)

7. Agency, Division or Bureau Representative

W. J. Boston

Signature

*Asst. State Superintendent
in Certification & Accreditation*

Title

March 18, 1966

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.*3/24/66*

Date

Maria S. Ralsh

Archivist

4-19-66

Date

Secretary

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 439

PAGE
NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1 (cont.)

taken during military service, and correspondence with service personnel are placed directly in the alphabetical folders containing records of recipients of certificates.

The original application gives the name of the applicant, home address, address of employer, date and place of birth, dates of residence in Maryland, reason for taking the examination, method of application (test or USAFI GED) academic history, references, signature of applicant, and certificate of identification.

When the applicant successfully completes the requirements for the certificate, the test scores are posted to the Examination Record, Form AC-E-8, which gives the name of the applicant, address, date of birth, dates of residence in Maryland, date certificate was awarded, date the comprehensive equivalence examination was administered, or date the USAFI GED tests were completed, scores on the examination, and U.S. percentile rank. The information from this sheet is transcribed to the Report of Scores, Form CA-E-7, which is forwarded to the individual.

When the certificate is issued, the photograph, USAFI material (if any), original application, and the Examination Record (with certificate number) are removed from the manila folder, stapled together and placed in alphabetical order in the green binder. (Recommendation "A" below.)

The remaining material in the manila folder is considered non-record within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

Periodically, office personnel will remove the records which have been inactive for a minimum of five years in the following categories:-

1. Records of individuals who filed for the examination five or more years ago and failed to appear;
2. Records of individuals who failed the examination when taken five or more years ago and who have not appeared for retest since that time;
3. Records of individuals who took the examination in the armed forces and had copies of scores sent to this office five or more years ago but who have not followed through to secure the certificate since that time;
4. Records of individuals who five or more years ago took the test and passed one or more parts, but who did not qualify for the certificate and have made no attempt to pass the other parts of the test within the past five years.

RECOMMENDATION: A. RETAIN PERMANENTLY THE APPLICATION, PHOTOGRAPH, AND EXAMINATION RECORD OF SUCCESSFUL APPLICANTS.
B. DESTROY RECORDS OF UNSUCCESSFUL APPLICANTS AFTER FIVE YEARS OF INACTIVITY WHEN ANY OF THE FOUR ABOVE-MENTIONED CRITERIA APPLY.

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 439
PAGE NO. 3

4. No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2	<p>CERTIFICATE REGISTER Size: 8½" x 12" x ½" Quantity: 4 vols. Dates: 1943... File Arr.: Chronological by month, and alphabetical therein Index: In the case files (Item 1)</p> <p>This is a numerical list of the High School Equivalency certificates issued by the Board, giving the date issued, certificate number, and name of applicant. This record is used to assign certificate numbers and to issue replacement certificates.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	